

**TOWN OF ROCKY HILL
FINANCE COMMITTEE
MEETING OF JANUARY 14, 2015**

Present: Chairwoman Cathy Vargas and Councilor Guy Drapeau. Also present: John Mehr (Finance Director), Guy Scaife (Town Manager), Mona McKim (Treasurer) Russ Ford (Director of Technology and Facilities)(Left at 5:30 p.m.), John Nowakowski (IT)(Left at 4:45 p.m.) and Elaine McKim (Tax Collector) (Left at 5:16 p.m.).

Absent: Councilor Bill MacDonald.

Chairwoman Cathy Vargas called the January 14, 2015 meeting of the Finance Committee to order at 4:30 p.m. in the Council Chambers, Town Hall, 761 Old Main Street, Rocky Hill, CT.

I. ACTION – APPROVAL OF MINUTES – NOVEMBER 12, 2014 MEETING

Councilor Drapeau made a motion to approve the Minutes of the November 12, 2014 meeting of the Finance Committee. The motion was seconded by Chairwoman Vargas and adopted unanimously by those present.

II. DISCUSSION/ACTION – INFORMATION TECHNICAL – NETWORK SWITCH UPGRADE PROJECT

Russ Ford said they would like to replace all of the switches, which are basically devices in the closets that everything (all the PCs, etc.) is connected to, within the Town buildings. Some of the current switches are twelve years old and that is beyond the useful life. Many features are also missing that they need to have with the new technologies coming up. Councilor Drapeau asked Russ Ford to briefly explain to the public what a switch does, how many they have and how many they are looking to buy. Russ Ford explained what switches do. The switches are connected to each other and that forms the infrastructure of the network. They are looking for approximately twenty-five switches for the Town. Councilor Drapeau asked what the approximate cost is per switch. Russ Ford said there are two core switches, which are approximately \$20,000 each. The 24 port switch will cost approximately \$1,500 and the 48 port switch will be approximately \$2,300. Councilor Drapeau said that is reasonable and he agrees that switches are the backbone of the entire network. He asked Russ Ford if he is doing PoE (Power over Ethernet) switches. Russ Ford said a lot of the devices require power so those are powered to the Ethernet. Councilor Drapeau said catastrophic problems can occur throughout the building if one switch goes down. Russ Ford said everything funnels to one switch in the current design but there will be two core switches in the new design and the remote sites on the campus will be dual connected.

Chairwoman Vargas asked Finance Director Mehr about the financing for this, which per the quote is \$106,205.05. Finance Director Mehr said they have approximately \$20,000 to \$21,000 for this in the budget and they are looking to do a lease. They will put this out to three, four or five of the local banks and they will structure the terms when they get this back. Their first payment will likely be \$20,000 or \$21,000 and then they will ask what the lease payments will be. This will have to be brought to the Town Council for approval to enter into the lease agreement. He said they didn't have the time to accumulate the leasing figures and he doesn't know whether the Finance Committee wants this brought back to them or if this should be brought to the Town Council seeing it was already discussed with the Committee. Chairwoman Vargas asked what the timing is for getting the numbers and Finance Director Mehr said this most likely will be in February. Councilor Drapeau is reluctant about trying to encumber the Town for the next five years and he mentioned that there is another election coming up in the next calendar year. He asked if another \$30,000 could be found somewhere so that this can be done over a two year period. Finance Director Mehr said this can be structured any way they want but their first payment would have to be no more than \$20,000. The leasing period can be shrunk to two or three years and then this would be a budgeted item in Fiscal Year '15-'16 in the Capital Improvements. Chairwoman Vargas would prefer that whatever options there are be brought back to the next Finance Committee meeting. Finance Director Mehr will look at this from a three, four and maybe five year request to see which one makes sense. Councilor Drapeau asked Chairwoman Vargas if it would be worth it to have this brought to the Town Council for discussion so they will know this is coming. Chairwoman Vargas said if this isn't going to be ready for the Town Council meeting on February 2, 2015 then they might as well just do this at the next Finance Committee meeting and then at the Town Council meeting after that.

Chairwoman Vargas asked what area this will be in the IT budget. Finance Director Mehr believes this is in IT equipment and Russ Ford said technical equipment. Councilor Drapeau said as of December 31, 2014 that there was \$50,751 and he assumes that some of this has been spent. Finance Director Mehr said yes. Chairwoman Vargas asked if they are assuming that \$21,000 will be left and Russ Ford said that is the plan. Chairwoman Vargas asked if something has to be gotten back to Extreme Networks with regards to them accepting the quote and if it is just a matter of how they are going to finance this. Russ Ford said a Purchase Order will be needed. Chairwoman Vargas asked if it will be a problem if they wait until the middle of February for Town Council approval and then she noticed on the quote that it is valid through March 19, 2015. She wanted to make sure that prices won't be raised and Russ Ford said no. Finance Director Mehr said nothing can be issued until they get a lease agreement. Chairwoman Vargas thinks the best thing is for everyone to get the numbers on the table and this will be talked about at this Committee's meeting in February to figure out the best thing to do. This will then go to the Town Council's second meeting in February. Councilor Drapeau reminded them that \$91,000 had been adopted in last year's budget for this line item and \$21,000 is left so they would have more than enough to pay for this project if they kept the \$91,000 for the next budget year. Town Manager Scaife told them to keep in mind that there are lots of areas that they need to build on. He appreciates the concerns about future elections but this is a wholesale change-out of their backbone and there will be no turning back once they start. They will live with the payments and what the better financial terms are with regards to having this spread out for three or five years. Chairwoman Vargas asked if any line items in nonrecurring could be applied to this. Finance Director Mehr said nothing is in there for any IT equipment.

**III. UPDATE – DELINQUENT PROPERTY TAXES COLLECTION –
TAX COLLECTOR**

Elaine McKim told the Councilors that a Summary Sheet was sent out to them. She handed out three more reports this afternoon. These were for real estate, personal property and motor vehicle delinquent taxes.

Elaine McKim went over the handout for the real estate delinquent taxes. (Please see the First Attachment.) If someone is delinquent for at least three years or \$10,000 then that is subject to a tax sale but the Town can change this at any time as is needed. Chairwoman Vargas asked if people have to be delinquent for \$10,000 or more. Elaine McKim said correct or three years delinquent. Councilor Drapeau confirmed that this isn't "and" but it is "or". Elaine McKim said correct. Councilor Drapeau gave an example of someone being three years delinquent with the amount being \$20 and he asked if a tax sale can be done. Elaine McKim said correct. Town Manager Scaife said this has been set as a threshold to make sure that the bigger accounts are focused on. They will see this threshold lowering over time as they clear off the first twenty properties for a tax sale. Elaine McKim said for the people who qualify for the tax sale, their delinquent motor vehicle taxes, etc. can also be put in with the tax sale. The current Grand List year that is coming up can also be included with the tax sale so that they make sure that that money is also coming in. Chairwoman Vargas asked Elaine McKim if she is going to look to see if these people owe taxes on their cars too and she said yes. Chairwoman Vargas asked when these tax sales are going to be started. Elaine McKim said these will be sent to a tax sale agent, who will be assisting them with this, no later than mid-February. Town Manager Scaife said there is a good chance that many of these people will come in and pay so it won't result in a tax sale. These people have already received notices from the Town and the tax sale agent will be sending them a series of correspondence so there will be ample time for them to resolve this. Not many people end up in a tax sale as a rule. Chairwoman Vargas said they might end up with some payments or payment plans. Town Manager Scaife said there is no cost to the Town by them using the third party and this is all added to the obligation. Councilor Drapeau said for clarity that he wanted the public to know that they aren't going to lose their house if they owe \$700 on it for eight years for example. They will be subject to a tax sale if they don't pay but there are a series of steps that would happen between now and an actual tax sale. Town Manager Scaife referred to something being open space. They have abilities to put a bid in and the higher bid will get that property. He said they either want to get it paid or get it off of the books. For something that is \$723, they could put a bid in for \$723 that will allow finance to clear it off and it will go into the Town's open space. This will then be resolved.

Elaine McKim went over the handout for personal property delinquent taxes. (Please see the Second Attachment.) Councilor Drapeau confirmed that the Ames building went through bankruptcy and it is owned now by a different company. Elaine McKim said the real estate had been bought out. This amount listed is for personal property. Councilor Drapeau asked if due to the fact that this is a tax issue if that wouldn't have been preferred status once the bankruptcy was resolved. He asked if a fee or dollar amount shouldn't come out of the proceeds from that bankruptcy and given to the Town for that property once it was sold. Finance Director Mehr thinks that applies to the real estate piece when the building and property were bought. The personal property could have been removed and sold as part of the bankruptcy. Town Manager

Scaife said the problem is that the Town didn't have a party position from that bankruptcy. Councilor Drapeau agreed but his question is why they have this as an outstanding item seeing that the bankruptcy has long since been resolved and the equipment is gone, etc. Finance Director Mehr believes the Town is carrying this as a potential collection for fourteen years and then this will be written off in the fifteenth year. Elaine McKim said this would then be transferred to the suspense list. Finance Director Mehr said the Town has a position in Bankruptcy Court but they aren't high up on the "food chain". Town Manager Scaife confirmed with Elaine McKim that this has already been put in a state of suspense and she said correct. Town Manager Scaife said this isn't really being carried as an accounts receivable asset. Elaine McKim said she comes to this Committee with the suspense list usually in April to ask if she can move things over to it that won't be able to be collected (i.e. for a deceased person, or someone who is just not paying, etc.) but they still collect though within the fifteen years.

Elaine McKim went over the handout for the motor vehicle delinquent taxes. (Please see the Third Attachment.) Councilor Drapeau asked if it is true that 30% of the people in Town aren't paying their car taxes. Town Manager Scaife said this is over a fourteen year period though. Chairwoman Vargas asked if this could be that there is one person, for example, who hasn't been paying for fourteen years. Elaine McKim said yes and she said there are 2,273 taxpayers and this could be for multiple years. Councilor Drapeau asked if 2,273 is for vehicles or for taxpayers. Elaine McKim said taxpayers. She told them that they have to remember that in this suspense list, someone could be deceased now or they could have just left Rocky Hill. Councilor Drapeau said they either have some taxpayers who are not being good ones or maybe their billing process is struggling a little bit, etc. because this seems like a high number to him. Finance Director Mehr said someone would have to go to the Department of Motor Vehicles (DMV) to get their vehicle registered if it is being used and they would be flagged there if they haven't paid their property taxes. He doesn't think there is something in the billing system because for the cars where there are delinquent taxes, these could have been taken out of Connecticut and reregistered or they could have been abandoned for years. The Town is also dependent on the information it is getting from the DMV and that might be flawed a bit. Town Manager Scaife said these aren't for cars that are being reregistered because those would have been stopped at the DMV and Elaine McKim sends a monthly file to them of more cars that are added to the list. Town Manager Scaife referred to the transient nature of some of the multi-family units they have over a fourteen year span. Councilor Drapeau thought this had needed some explanation and he thought it was just given by them so he was fine.

Councilor Drapeau asked if the State of Connecticut (DMV) is collecting money for the Town there or if they send people back. Elaine McKim said these people have to come back to the Town to pay their taxes. Councilor Drapeau is wondering if the State would want to charge a little fee to collect this money and to let the person register the car. They could then ship 80% of this money back to the Town. Town Manager Scaife said to him that this whole problem is self-created because other States collect the tax on registration, which is annual. Two checks are written in many places. One is made out to the municipality and one is made out to the State. There are never millions of dollars in outstanding debt. It will be interesting to see if this could somehow be changed legislatively so the collection is done on the front end because they can imagine the effort there is to chase this stuff. Elaine McKim said registration is done every two years in this State so a lot of people don't think they need to pay their taxes but she just adds

another 18% each year and that is for individual cars. Chairwoman Vargas said people get a bill every year. Elaine McKim said delinquent notices and demand notices also are sent out. Councilor Drapeau mentioned how insane it is as to how many delinquent taxes for motor vehicles there are in Rocky Hill.

Councilor Drapeau told Elaine McKim that her report this afternoon was very detailed. Chairwoman Vargas said it was excellent and she asked Elaine McKim if she will keep them posted every quarter or every six months. Councilor Drapeau told Elaine McKim to tell them if she gets good news. Chairwoman Vargas said she would be interested in knowing how many of the fifteen taxpayers that are listed for the tax sale actually went for that after the process. Elaine McKim said when the process is started that multiple letters will be going out from the Attorney stating that they will have so many times to pay and then this will be put in the newspaper. Councilor Drapeau thinks it will be worth it to have something posted on the Town's website as to what procedures are followed when someone's home becomes a tax sale status until the actual sale date. Information can also be put as to what someone can do to avert a tax sale if they get a notice for that. Elaine McKim said she and her Staff member are working on their department's website. They are looking at surrounding Town's websites so that they can make theirs better. Town Manager Scaife said only fifteen people are affected today with regards to the tax sale so it might be better to have direct correspondence sent to them. He referred to the probability of those people even going to the website and then to the masses of people who this won't be applicable to. The people will receive lots of correspondence with regards to the process. Elaine McKim referred to the fifteen people for the tax sale and she told them to keep in mind that this isn't that she hasn't been trying. These people are aware that they are behind.

IV. DISCUSSION/POSSIBLE ACTION – 699 OLD MAIN STREET BOILER REPLACEMENT – TOWN MANAGER

Russ Ford said the current boiler is original to the building at the RHPD so it is very old and the efficiency of it is very low. An inspection was done approximately one month ago and it was found that there is a large crack in the firebox of the boiler. The firebox for this boiler is also no longer available so a temporary solution would be to patch the crack and that could maybe get them through the heating season. Another problem with the boiler is that it is randomly shutting off and it was found out that the controller for the boiler is in need of replacement. It has to be physically reset a couple of times per day. It would cost about \$5,500 for these two items. It is being recommended to have this boiler replaced as soon as they can.

Russ Ford said they went out to solicit several quotes and they have a quote they are comfortable with. There is an oil fired hot water heater at the RHPD that they would like to replace as well because that is the only device in that building that is running on oil and also a gas fired heater would be much more efficient. A tank in the ground will have to come out at some point. Chairwoman Vargas asked if there is gas in the building. Russ Ford said yes and the current boiler is a gas one. Finance Director Mehr said it had been dual fuel at one time. Town Manager Scaife said the hot water heater is oil. Chairwoman Vargas asked if that was never switched over to gas and Russ Ford said correct. Finance Director Mehr said this is unusual because they don't really see any oil bill charges. Russ Ford said he was told that this is a five hundred gallon tank. Finance Director Mehr said it was filled a few years ago and they haven't had the need to fill it

again. Town Manager Scaife said there isn't a large hot water demand there. They will be going with a tankless hot water heater so that will have significant long term financial savings. Russ Ford said that the new boilers are 94% efficient and they will also be eligible for an energy credit rebate, which he believes will be around \$8,000, from the gas company. They would like to move forward as quickly as possible and there will be a four week lead time. Lockinvar boilers, which are dual boilers, have been chosen and these are also being used at their firehouses, as well as at the Cora J. Belden Library.

Chairwoman Vargas asked where the money will be coming from for this. Finance Director Mehr said \$100,000 had been appropriated in the Capital Improvement budget that is related to the RHPD Dispatch project. They are trying to do a lease arrangement with one of their banks for that so they don't think they will need that money at this time. Town Manager Scaife can transfer those funds and move it to building improvements for Town buildings. Finance Director Mehr said they will probably decrease the dispatch line by half and probably increase the Capital Improvements. Chairwoman Vargas asked if this will all be within the Capital Improvements budget. Finance Director Mehr said right. Chairwoman Vargas asked what the total cost for this will be. Finance Director Mehr said before they got into that that this had to be tested for asbestos. Russ Ford said Fuss & O'Neill (asbestos consultants) came in. The boiler is made up of different sections that are brought together and those have an insulating rope between them. That contains asbestos which will have to be abated. They don't have a price for that yet but he has a meeting this week with the contractor. At this point, the boiler with the hot water heater would cost \$54,216 minus the \$8,000 they are expecting to receive in energy rebates. Councilor Drapeau said they will be at about \$50,000 if they then add another \$4,000 for the asbestos.

Town Manager Scaife mentioned how they are working on the dispatch and radio equipment, which is a critical project. At the end of the year, they might look at a different way of funding but they will still stay within that and they will see where their other types of Capital expenditures in the building areas have been. It is conceivable that they will end up having money there that could replenish dispatch if they were to need it. They are working with a couple of vendors. That project is very complicated and it is a big expensive one. He said "hats off" to Russ Ford for pulling the proper people together to make sure they have the right technological solution at a fair price and Finance Director Mehr is working on a mechanism to finance this. Town Manager Scaife said this is why the \$100,000 had been set aside but that is a small amount compared to what the bigger picture will be.

Chairwoman Vargas said this would be sent forward to the Town Council for its Tuesday meeting next week and she told Russ Ford that it would be great if he would have an abatement number by then. Councilor Drapeau asked if this would have to be sent to the Town Council and if a vote is needed. Finance Director Mehr said this is being brought to the Town Council due to the cost and they will be making them aware that there is an emergency expenditure of \$50,000. This is just being brought to the public's attention that there is an emergency and a fairly large amount of the Capital Improvement budget will be paid on this. They will be able to cover the cost for the asbestos through their building improvements line and their operating expenses unless it is totally outrageous. Town Manager Scaife said the point raised is if this would require a vote or if this is informational. He personally thinks they have the authority to move the money around since it has already been appropriated within the grouping of Capital

Improvements. The Town Council would certainly need to be informed but he doesn't have good clarity that this mandates a vote although they could do that to be safe. Chairwoman Vargas said the \$100,000 was earmarked for dispatch when the budget had been done and the purpose for the budget dollars is being changed so she thinks the whole Town Council should be on board. Town Manager Scaife said this is on the Town Council's agenda for their next meeting and he already confirmed this with Mayor Vasel.

Councilor Drapeau made a motion that the Finance Committee approve the Resolution – Authorization to Purchase – Boiler Replacement: 699 Old Main Street – Police Station/Human Services Building and recommend this to the Town Council for ultimate approval. The motion was seconded by Chairwoman Vargas and adopted unanimously by those present.

BE IT RESOLVED that the Rocky Hill Town Council authorizes the Town Manager to purchase two (2) new Lochinvar model KBN501 gas fired boilers and a new Rannai Tank-less Gas Fired Domestic Hot Water Heater for 699 Old Main Street Police and Human Services building from U.S.A. Mechanical LLC, 15-D International Drive, East Granby, CT at a total cost not to exceed \$53,620.00. This boiler replacement will be charged to the Capital Improvement Budget – budget line 01-950-000-5725 for Building Improvements – Town for the 2014 – 2015 budget year.

Report and Recommendation

The boilers at 699 Old Main Street have been in service for over 50 years. The boilers are now uneconomical to run with its shutting off for no apparent reason, with an eighteen inch long and about an inch wide crack in the firebox, and with a need for the replacement of the controller. The Town received two quotes to replace the boilers. Staff is recommending going with the U.S.A. Mechanical quote for \$53,620 and replace the boilers soon due to the time of year. The Town Manager will be transferring \$54,000 from the Capital Improvement Budget – budget line 01-950-000-5795 for Police Dispatch Console to the Capital Improvement Budget – budget line 01-950-000-5725 for Building Improvements to fund this purchase. In addition, the Town estimates receiving energy rebates from CNG of approximately \$8,000 for replacing the boilers with a high efficient system.

Other Proposal:

Environmental Systems Corporation (ESC), West Hartford, CT = \$63,497

V. UPDATE – SIDEWALK PROJECT SPRING 2015 – FINANCE

Finance Director Mehr said people were asking why some of the sidewalk money isn't getting spent after there had been a discussion about the nonrecurring fund a while ago. He asked the Engineering Department if they had any ideas and they recommended a sidewalk project for this coming spring on Brook Street for approximately \$45,000. The current sidewalk contractor would be used so that he could hold the prices that he had quoted when the bid was awarded to do some work associated with LoCIP. Chairwoman Vargas confirmed that there will be a zero effect to the budget because this will be coming out of nonrecurring. Finance Director Mehr said yes.

VI. UPDATE – LEGAL BILLS SUMMARY – FINANCE

Finance Director Mehr said the Town received legal bills for November and December, which totaled approximately \$25,000, after he had already prepared their packet for the legal bills. They are probably in the range of \$110,000 to \$111,000 for the first six months of this fiscal year and he would print out an updated summary for them. Fourteen thousand of this is probably associated with tax appeals.

Chairwoman Vargas referred to the Secure Care decision that had come down and asked if the Town is being reimbursed for any of their legal bills for that. Town Manager Scaife understands that they won't be getting reimbursed but he said he would double check.

Councilor Drapeau is wondering what the legal bills for the tax appeals are on an annual basis and if it would be worth it for them to consider having Counsel on the Staff if this exceeds \$100,000 annually. Finance Director Mehr said this is an occurrence every five years and Chairwoman Vargas said this is because of the revaluation. Finance Director Mehr said this amount is lower than it had been in the past year because the last revaluation had happened when the economy had started turning.

VII. UPDATE – STATE AID TO MUNICIPALITIES FOR 2014-15 BUDGET – FINANCE

Finance Director Mehr said since this Committee met the last time, the Town received its Town Road Aid money and the first payment for their Mashantucket money. The ECS Grant money may come at the end of the month. They aren't sure when they will be seeing the MRSA bonded distribution and they could see this in a lump sum payment some time. Chairwoman Vargas asked Finance Director Mehr if he was assuming they would get that in two payments but it could just be in one. Finance Director Mehr said yes and he thinks that is how they had received it the last time. Mona McKim said it had happened that way last year but it doesn't seem to be that way this year.

Finance Director Mehr said the Town applied for a partial reimbursement of the cost from the LoCIP Bridge Program for the bridge at Goff Brook. The cost of the project was \$1.8 million and the Town received 31% (\$581,000) of the money back from the State at the beginning of the month. This money will be put back into the road referendum fund project. The project costs will most likely come in lower than the \$1.8 million so the Town might have to refund some of this money when the State comes in to do an audit. That bridge had been used as a backdrop in the summer for one of the Governor's announcements about his Road Improvement Program. Chairwoman Vargas referred to how this money will go back for the road referendum fund and how they take this money for bonding. She asked if this money will just be held as opposed to going out to bond and if this money will pay for the next project. Finance Director Mehr said they will just increase the money for the road projects and they will just borrow the \$10,000,000 over the five years. Councilor Drapeau said the next time that money is going to be pulled that it will be \$500,000+ less. Chairwoman Vargas said that is what she meant by her question.

VIII. MONTHLY FINANCIAL REPORT – DECEMBER 2014 – FINANCE

Finance Director Mehr said the budget they will be presenting will follow the pattern with the rollups of the various departments. He thinks the goal is to get more useful information out there (i.e. the RHPD will have one write-up for their four or five budgets).

Councilor Drapeau noticed that the building permit fees on the revenue side are quite a bit lower than the adopted budget and he asked if this is because they aren't in the springtime yet. Mona McKim said she was looking at projections and those do tend to be on the lower side. She will continue watching this and they might have to check with the Building Department. Finance Director Mehr said hopefully the project on Rte. 3 will come in with some building fees.

IX. DISCUSSION – JUNE 30, 2014 COMPREHENSIVE ANNUAL FINANCIAL REPORT – FINANCE

Finance Director Mehr said the Town Council got the audit report, which the Town had received towards the end of December, mailed out to them. GASB has a requirement that expands the reporting information for pensions. The Town relies on their actuarial people to pull together a lot of the numbers being requested. The actuarial people spent time getting things in place being this was the first year for this so this is why the Town got the reports in later than they normally do.

Finance Director Mehr said the key thing he monitors is the RSI section of this, which is basically more focused on the budget. The true operation of the Town is in this section and that summarizes expenditures, as well as revenues. They projected that they are going to come in close to breakeven based on their revenue collections and the winter they have had. They projected that their fund balance would come in a little over 7% and it actually came in a little under 7%. He thinks there will be at least \$600,000 to \$700,000 that will go back into next year's budget towards the Capital Improvement Program based on their Resolution of anything that is over 6%.

Councilor Drapeau said the auditors had done a deeper dive this past fiscal year on the IT infrastructure of their organization and he requested that they pick a different topic or a different functional area each year to do that on so that they can give a similar type of a report. He told Town Manager Scaife that he probably can find some areas that might need some suggestions or some areas of weakness that they can have the auditors give a closer look at. Finance Director Mehr said the IT report is primary for the auditing because it is the IT Department of the auditors for BlumShapiro that does this. This is provided to the auditors so that they can plan their audit accordingly and they provided the Town with a copy of this too which was shared with this Committee. He thinks BlumShapiro does this focus every four or five years. He also thinks that BlumShapiro comes in just to do a reasonable review of the financial numbers and controls, etc. so he doesn't know if they focus in on one area besides monetary areas (i.e. the Tax Department). The pension changes are also affecting their reporting as well.

X. OTHER

Nothing else was discussed.

XI. ADJOURNMENT

Councilor Drapeau made a motion to adjourn the meeting at 5:42 p.m. The motion was seconded by Chairwoman Vargas and adopted unanimously by those present.

Respectfully submitted,

Jo-Anne Booth
Recording Secretary